



King County

**HUMAN RESOURCES ASSOCIATE
DEPARTMENT OF TRANSPORTATION
TRANSIT DIVISION/TRANSIT HUMAN RESOURCES SECTION**
Hourly Rate: \$21.86 - \$27.71
Job Announcement: 05AB5628
OPEN: 11/14/05 CLOSE: 12/7/05 (extended)

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are **NOT ACCEPTED**.) Contact Adrienne Bunney at (206) 684-1087 or at adrienne.bunney@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above, will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), answers to the supplemental questionnaire, a resume, and a letter of interest detailing how your background meets or exceeds the qualifications is required.

WORK LOCATION: King Street Center, Pioneer Square, Seattle.

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: This paraprofessional position provides support to a wide variety of Human Resources and other projects and professional employment staff in the Human Resources Section of the Transit Division. Functions include independent administration of key elements of high-volume selection processes that receive, screen, test, evaluate, and hire 500 or more employees annually. Insure compliance with standard employment procedures and completion of personnel documents that comply with Federal, State, County, and Municipal code, Federal DOT regulations, CDL, Title VII, EEOC, ADA, and relevant county policy. This position will organize, prioritize, coordinate, and respond to a variety of regularly occurring work assignments, special projects, analysis, research, information requests and creation of documents. Maintain confidentiality related to human resources issues including employment decisions, selection processes, testing, drug testing results, criminal history records, disciplinary and other complex issues. Representative duties include:

- Coordinate documentation of employment process and completion of hiring documents for all Transit Division new hires.
- Responsible for tracking applicant flow and applicant information in PeopleSoft. Represent the Transit Division at county-wide applicant tracking and other relevant forums.
- Assist in recruiting activities and placement of classified advertising.
- Conduct detailed background checks on applicants.
- Using a variety of software and standard business writing principles, proofread, edit, and format documents including selection and disqualification letters for all applicants.
- Proctor employment examinations and administer the OPAC testing.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Review, evaluate, and analyze personnel records for rehire decisions.
- Establish and maintain confidentiality of records related to discipline, drug testing, grievances, arbitration, and other complex issues. Coordinate and maintain confidentiality of fingerprint cards and criminal record information.
- Coordinate and track drug screening results and arrange for employment physicals for safety-sensitive positions. Complete DOT mandated pre-employment drug and alcohol testing verification records for all safety sensitive positions within Transit.
- Produce and disseminate informational materials. Design and maintain filing systems.
- Respond to a high volume of employment inquiries from the general public both on the phone and in writing.
- Using PeopleSoft, word processing, database and spreadsheet software, create letters, agendas, reports, charts, and other documents.

QUALIFICATIONS:

- Three years of increasingly responsible office or administrative support experience which includes one year of independent responsibility for a broad range of administrative support responsibilities in the area of human resources is required. **Substitution:** Two years of post-secondary education in business subjects, English, liberal arts or other field related to administrative support work in human resources may substitute for one year of experience. There is no substitution for the required one year of experience involving independent responsibility for a broad range of administrative support activities.
- Knowledge of human resources employment practices including King County human resources policies, programs and procedures.
- Excellent organizational skills are required to work on a number of projects simultaneously and complete projects within specified deadlines.
- Demonstrated ability to apply excellent customer service skills both orally and in writing. This includes the ability to provide professional and courteous service to the general public and a willingness to assist both King County employees as well as the general public.
- The demonstrated ability to effectively problem solve, apply good judgment and initiative.
- The ability to maintain confidentiality and use discretion when handling sensitive information.
- The demonstrated ability to establish and maintain effective working relationships with a diverse group.
- Experience with test administration practices such as OPAC testing.
- Knowledge of evaluation and research techniques, skill in developing reports.
- The ability to create, proofread, edit, and format documents according to standard business writing practices.
- Excellent computer skills that include: Microsoft Word, Excel, Access, Outlook, and the Internet.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. Competitive applicants may be invited to participate in a test and an interview.

UNION MEMBERSHIP: This position is not represented by a union.

CLASS CODE: 2311100

**Human Resources Associate
05AB5628
Supplemental Questionnaire**

Please write your answers to the following questions on a separate sheet of paper. Please write your name and the job announcement number on each sheet you provide and limit your answers to one page per question.

1. Describe in detail your understanding of applicable Federal, State and local laws pertaining to employment practices and how you have applied them in your previous jobs.
2. Describe your experience with test administration including software tools used.
3. Describe, in detail, a body of work in which you were solely responsible for performing. Include the size, complexity, the research, and the analysis that you provided.
4. Provide a detailed history of your experience providing human resources information and other information to the general public.